

Examination Announcement
California State Auditor
Bureau of State Audits



SENIOR AUDITOR EVALUATOR II
BUREAU OF STATE AUDITS
JC79/4105

PROMOTIONAL
BUREAU OF STATE AUDITS

SALARY RANGE: \$6,149.00 - \$7,848.00

COMPETITION LIMITED TO: Current Bureau of State Audits employees and qualified persons who meet the requirements of Government Code Sections 18990, 18991, or 18992.

HOW TO APPLY: This is a continuous filing exam. Submit application to:

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814
Attn: Kathleen Spencer
(916) 445-0255

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

ELIGIBILITY LIST INFORMATION

Names of successful candidates will be merged into the list in order of final score order regardless of date. Eligibility expires 12 months after it is established. Candidates may not be tested more than once in a testing period.

FINAL FILING DATE: CONTINUOUS

MINIMUM QUALIFICATIONS

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Either I

One year of experience in the California state service performing duties at a level equivalent to a Senior Auditor Evaluator I, Bureau of State Audits, or the former classification of Senior Auditor Evaluator, Bureau of State Audits, Range A.

Or II

Experience: Four years of professional experience in government, commercial, or public auditing in accordance with "Government Auditing Standards" published by the Comptroller General of the United States. This experience must include work in at least two of the following types of audits: financial, performance, or compliance.

SPECIAL REQUIREMENTS

Willingness to travel, work away from headquarters, and work long and irregular hours.

THE POSITION

This is the full supervisory level in this series. Under general direction, incumbents typically supervise three to four staff. Incumbents may specialize in one or more of the three types of audits the bureau performs: performance, financial, or compliance.

Position(s) exist in Sacramento only.

EXAMINATION INFORMATION

This examination will utilize an evaluation of each candidate's experiences and education compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experiences relevant to the "Requirements for Admittance to the Examination" shown on the announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Education & Experience -- Weighted 100%

SCOPE

Knowledge of: General accounting and auditing principles and procedures; principles and practices of organizational management including planning, organizing, accounting, auditing, and quantitative analysis methods; research and information-gathering techniques; basic principles and practices of descriptive and inferential statistics; functions, organization, and practices of California government, "Government Auditing Standards" as prescribed by the Federal Government, and standards of the profession; operations, procedures, and work standards of the office; legislative committee organization, structure, functions, and procedures; formal and informal aspects of the legislative process; the operation and reporting of other State and Federal audit organizations; group leadership techniques; program planning, development, and evaluation; principles and practices of project management and coordination; applications of organizational and management theory; a supervisors responsibility for promoting equal employment opportunity in

hiring and employee development and promotion; the bureau's Equal Employment Opportunity Program objectives; and the processes available to meet equal employment opportunity objectives, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Apply the required knowledge; review and analyze State and Federal laws, regulations, and program data; review and analyze accounting records; apply "Government Auditing Standards" prescribed by the Comptroller General of the United States and other related controls over financial data; analyze, organize, and synthesize a variety of information into supported audit findings and logical recommendations; effectively incorporate use of microcomputers in performing audit and investigative tasks; prepare clear, complete, and concise reports; communicate effectively; clearly define audit objectives; develop approaches and methodologies to meet audit objectives; identify controversial or sensitive issues affecting the audit; assess staff performance and develop the skills and abilities of subordinate staff; plan, organize, and direct the work of staff engaged in a variety of complex, technical financial, or compliance audits; work effectively with top-level managers of state agencies and other organizations; coordinate, prepare, review, and edit written reports; establish and maintain project priorities; conduct effective interviews with auditee's staff at all levels; gain and maintain the confidence and cooperation of those contacted; make sound decisions to accomplish bureau goals; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Veterans' preference and career credits are not granted in promotional examinations.

Applications are available in the Administration Division or on line at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multidepartmental promotional, (4) service wide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Who Should Apply: This is a departmental promotional examination for the Bureau of State Audits (bureau.) Applicants must have a permanent civil service appointment with the bureau as of the final filing date, in order to participate in this examination; or must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorable discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.